

ENROLMENT POLICY

PURPOSE

This statement has been developed to ensure that there is a planned and agreed approach to the enrolment of students at Newington Public School.

RATIONALE

The Department of Education (DoE) has determined **enrolment boundaries** for the school. Only residences with addresses within these boundaries can be considered for automatic entry into the school at any time during the school year.

Children are entitled to be enrolled at the government school that is designated for the enrolment area within which the child's residential home is situated and that the child is eligible to attend. A student may only be enrolled in one school at any given time. A student is considered to be enrolled when he or she is placed on the admission register of a school. For kindergarten this is on the day they start school.

Newington PS is located in the suburb of Newington, adjacent to Sydney Olympic Park. The school enrolment boundary includes the suburb of Newington, some residences in the streets east of Silverwater Road and some addresses in Lidcombe/Sydney Olympic Park

Refer to <https://my.education.nsw.gov.au/school-finder?>

KEY POLICY STATEMENTS

- The **designated local enrolment catchment** (boundary) is defined by the **map** included on <https://my.education.nsw.gov.au/school-finder?>
- **Proof of residential address** is required at the time of enrolment. The principal will require proof of address to their satisfaction in order to establish a child's entitlement to enrol at Newington Public School and will use the 100-point residential address check (Appendix 4) to determine this.
- The **names of parent/guardian** applicants must be **listed on residential documentation** provided and **dates of rental agreements must be current** and include the date of enrolment finalisation at the beginning of the new school year.
- In the case of sub-letting, Statutory Declarations, signed by a Justice of the Peace, will be required from both parties along with the necessary proofs of residential address (as per above).
- Following the completion of the **NPS Enrolment Checklist** (Appendix 2 and 3) the **Principal must sign off on the Application to Enrol in a NSW Government School** before a student can be added to the admissions register and commence attendance at the school. Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.
- Within the school's enrolment cap an **enrolment buffer** is determined annually to accommodate local students enrolling during the year as families move into the area. Generally this will mean wherever possible 2 places are kept in each grade to allow for new local enrolments.
- Departmental guidelines on **average class sizes** are implemented wherever possible, and according to school needs. These average class sizes are:
Kindergarten – 20 students Year 1 – 22 Year 2 – 24 Year 3→6 – 30 students.
- Children may enrol in **kindergarten** at the beginning of the school year if they turn five years of age on or before 31 July that year. The enrolment of eligible children in kindergarten commences within the first week of each school year. **Documentation providing proof of local enrolment area residency as well as age, such as birth certificate or passport is required on enrolment.** **Immunisation** details also need to be provided. Parents/carers may enrol students commencing kindergarten until the end of term 2.
- Kindergarten enrolments for the following year will be accepted from May onwards.
- As all **school permanent accommodation is full** and demountable classrooms are on site the school is **not in a position to accept any non-local enrolments** (this includes the siblings of

students who when first enrolled were within the intake area, but have moved and are no longer in the intake area) unless exceptional circumstances can be demonstrated.

- An **enrolment committee** will be formed each year comprising the Deputy Principal, Office Manager and P&C representative. This committee meets to consider non-local enrolment applications. **Non-local placements** may be considered by the enrolment committee based on the exceptional circumstances presented. A **Non-local Enrolment Application Form** is available from the school office for parents/carers to complete. Factors that may be considered when considering non-local students include:
 - compassionate or medical circumstances
 - student safety and supervision before and after school
 - proximity and access to the school
 - special interests and abilities
 - structure and organisation of the school

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

- **Non-local kindergarten enrolments** for the following year cannot be considered until during term 4 when the numbers of local kindergarten students is clearly established.
- **Wentworth Point** - The new school at Wentworth Point opened in January 2018 and this area was removed from our enrolment zone. Children starting kindergarten living in Wentworth Point or Sydney Olympic Park will be enrolled at Wentworth Point PS. Exception - if the child has a sibling already attending Newington PS the family will have a choice of which school to enrol the kindergarten student (due to the Department's adjustment in the school's local enrolment intake area in 2018). Families living in Wentworth Point or Sydney Olympic Park, with children currently attending Newington PS, may choose to move all children to the new school.
- Enrolment of **gifted and talented** local or non-local students for **specific, flexible programs** such as elite athletes training in recognised programs at Sydney Olympic Park or through association with the designated local high school (Concord High School) can be considered by the enrolment committee.
- **Early entry to school** for students who are determined to be intellectually gifted or talented may be appropriate to meet the student's educational, social and emotional needs. A comprehensive evaluation by the school counsellor or a registered psychologist is required.
- Where **students are transferring from another school** to Newington PS the parent/carers must complete an *Application to Enrol in a NSW Government School* and must declare any information that will help the school facilitate the smooth transition of the student to the school. They should provide the students record and/or report to the school before enrolment can be completed particularly when a student's behaviour may raise concerns for the safety of staff or other students as WH&S risk assessment guidelines may need to be implemented.
- A *'Request for Student Background Information and Documents'* can be used to facilitate an exchange of information between schools if the Principal believes reasonable grounds exist to access this type of information.
- When students with **special educational needs** or a disability present for enrolment it is the responsibility of the Principal, in conjunction with parents/carers and DoE special education consultants to ensure that an appraisal of the student's educational and support needs is or has been carried out prior to enrolment taking place. Dependent on the level of support required, or the specialist nature of that support, enrolment can occur at the school following the provision of necessary support. Enrolment in alternative locations with specialist classes may also be an option.
- The **designated local high school** for local students from Newington Public School is Concord High School.
- **Mobility** is an issue for the school, with students enrolling and leaving the school during the school year. Causes for this mobility include the developing suburb, rental accommodation, defence force families, temporary visa holders and international students. This mobility factor needs to be considered when implementing this policy.
- Enrolment of students holding a **valid Temporary Visa** is permitted following the completion of the necessary application process and forms. Enrolment is only for the period specified on the visa. Fees may apply. Please contact the DoE Temporary Residents Program on (+61) 1300 300 229 or log onto www.deinternational.nsw.edu.au

- **Overseas visitors or tourists** (eg students on holidays visiting relatives) to Australia will not be accepted for short term enrolment to the school.
- **International students** are welcomed into New South Wales schools. Non-Australian citizens, including residents, temporary residents and visitors, may enrol in NSW government schools, subject to certain conditions. Students must hold a valid visa and must meet the specific travel, entry and residency conditions of the Department of Immigration and Border Protection. In some cases a fee must be paid to the DoE International of the NSW Department of Education. Please contact DoE International on (+61) 2 9244 5555 or 1300 300 229 or log onto www.deinternational.nsw.edu.au for details.
- Newington PS only accepts **international students who are residing within our enrolment boundary** with their parent/guardian.
- In the context of the above points no person will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
- This policy should be read in conjunction with the DoE policy documents *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy 1997* and *General Enrolment Procedures 2019*.

RELATED DOCUMENTS AND REFERENCES

- Enrolment of Students in Government Schools: Summary & Consolidation Policy 1997 (DoE)
- GENERAL ENROLMENT PROCEDURES 2019 - Implementation document for Enrolment of Students in NSW Government School policy. Policy document number: PD/2002/0006/01/v1.0.0
- Enrolment policy – Information for parents
- Application to Enrol in a NSW Government School
- Enhanced Enrolment Procedures (DN/06/00168) August 2006
- Implementation Statement on Enhanced Enrolment Procedures
- Legal Issues Bulletin No. 43 – Enrolment of Students in Government Schools
- Legal Issues Bulletin No. 40 – *Collection, Use & Disclosure of Information about Students with a History of Violence*
- Legal issues Bulletin No. 22 – *Changing the name of Students in Schools and NSW TAFE*
- Temporary Visa Holders Enrolments Conditions
- International Students Enrolment Guidelines
- NSW DoE Special Education Handbook for Schools
- WH&S Risk Assessment Guidelines

APPENDICES

- 2 Newington PS – Kindergarten Enrolment Information
- 3 Newington PS – Enrolment Checklist (Office use only)
- 4 Residential address check

APPENDIX 2:



KINDERGARTEN ENROLMENT PROCEDURE

Thank you for your inquiry regarding an application to enrol your child for kindergarten.

Firstly your child must have turned 5 years of age by 31st July; otherwise they will not be eligible to start Kindergarten until the following year. If your child meets this criteria then you may proceed with enrolment.

What you need to bring for enrolment?

(Please note that we must sight original documents unless signed and certified by a Justice of the Peace)

If your child is an Australian citizen and the child and (at least) one parent was born in Australia.

- Birth certificate
- Proof of residential address (see Appendix 4)
- Immunisation statement from Medicare
- Documentation regarding any medical condition or learning disability (e.g. asthma or anaphylaxis action sheet signed by your doctor, or information from a doctor or therapist for the principal in the case of a condition that may affect your child's learning.)

If your child is an Australian citizen but the child and or both parents were not born in Australia.

- Passport of both child and one parent
- Citizenship papers
- Proof of residential address (see Appendix 4)
- Immunisation statement
- Documentation regarding any medical condition or learning disability (e.g. asthma or anaphylaxis action sheet signed by your doctor, or information from a doctor or therapist for the principal in the case of a condition that may affect your child's learning.)

If your child is not a permanent resident or Australian citizen.

If your child is on a Temporary Visa then you must first apply to the Department of Education (DoE) Temporary Visa of International Student program. This can be initiated at the school office as we have the application forms at the office and they must be signed by the Principal to confirm acceptance by the school.

If this applies to your child then you will need to bring -

- Passport of both child and parent (primary holder of Visa)
- Visa documentation
- Proof of residential address (see Appendix 4)
- Immunisation statement

You will then need to send the application form to the relevant program area. We will let you know which program applies to you. We cannot proceed with enrolment until advised by the DoE.

If your child is a permanent resident but not an Australian citizen.

- Passport of both child and one parent
- Visa documentation
- Proof of residential address (see Appendix 4)
- Immunisation statement
- Documentation regarding any medical condition or learning disability (e.g. asthma or anaphylaxis action sheet signed by your doctor, or information from a doctor or therapist for the principal in the case of a condition that may affect your child's learning.)

*Please note that you must be living at this address at the time your child starts school. Therefore the lease agreement must be dated to include February and beyond.

**Also note that if you and your child are living at another person's residence (e.g. with Mother or Father, sibling or friend that have ownership of the property or lease agreement) then additional paperwork is required. You must have a statutory declaration from both yourself and the person you live with stating that you are living with this person and the length of time you intend to live there. Statutory declarations are a legal document and must be signed by a Justice of the Peace or officer of the court.

APPENDIX 4 – Residential address check

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this 	15 each

* up to three months old